

Are you a great communicator and extremely well-organized?

Are you good at planning and juggling tasks?

Do you enjoy problem-solving and interacting with the public?



Knoxville Area Transit, the City of Knoxville's public transportation system, is seeking a highly efficient **Office Support Coordinator**.

The successful candidate will possess a mastery of verbal and written communication skills and exhibit proficient computer skills in modern Office software. The position requires exceptional time management skills, discretion when handling confidential items, problem-solving abilities, and effective interaction with people from all walks of life.

Join:

- the 2017 Outstanding Public Transit System in North America, awarded by the American Public Transit Association (APTA)
- a team firmly dedicated to our core values of Team Work, Diversity, Empowerment, Respect and Innovation
- a company deeply rooted in meeting the transportation needs of our citizens and visitors with over a century of service to our communities
- a stable employer, offering competitive wages and benefits

Starting salary of \$28,000 - \$32,000, plus a competitive benefits package including paid vacation, personal days, holidays, and sick leave; group medical-dental-vision-life-disability insurance; retirement plan; and free transit commuting, while working in the vibrant heart of downtown Knoxville.

To apply, email your résumé and cover letter to sholbrook@katbus.com or deliver to KAT Human Resources, 301 Church Avenue, Knoxville, TN 37915. Résumés will be accepted through Thursday, July 27, 2017. Visit katbus.com or our Facebook page for a detailed job description.

KAT is an Equal Employment Opportunity Employer. We enforce a strict substance abuse policy providing for a safe drug-free / alcohol-free work environment.

We are: Knoxville**A**rea**T**ransit